



Desktop system user guide

Responsibility for this document

Consumer Sales Business Requirements Manager is responsible for the content of this document.

Change history

Version	Date	Summary of change
1.0	Oct 2003	First issue
2.0	Dec 2004	Second issue

Details of the change history of this document are held on *Pdrive/sales infra dev/OS Options network/Desktop*.

Content

This document consists of 25 pages.

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Approval for issue

Consumer Sales Business Requirements Manager

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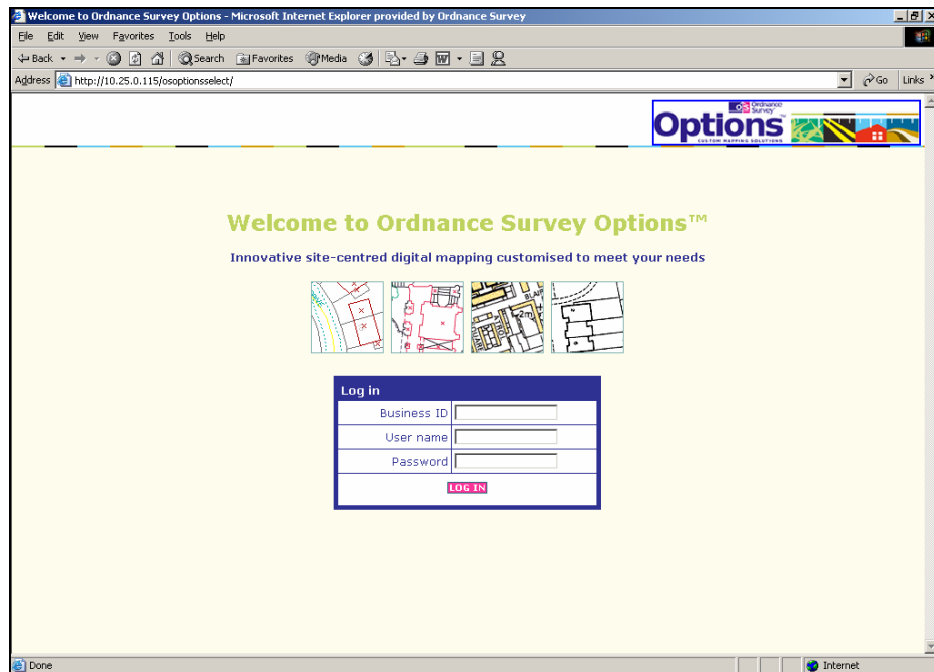
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1 Ordnance Survey Options desktop mapping system

1.1 Logging on

Open a browser session and log into Options™ using the uniform resource locator (URL) www.ordnancesurveyoptions.co.uk.

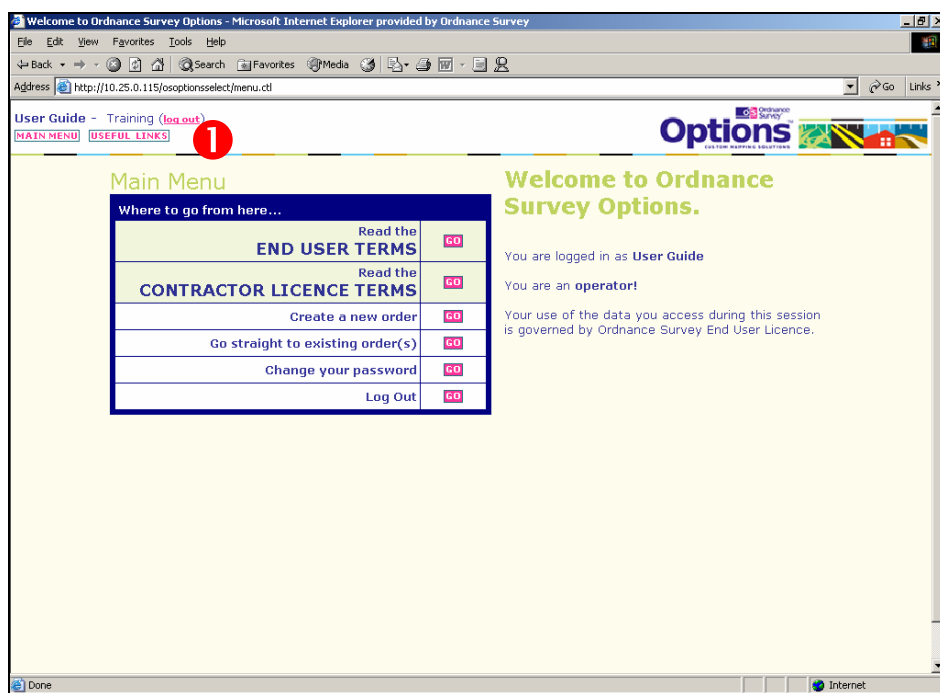


The Administrator of your Options parent outlet will give you, the user, the following information:

- Business ID
- User name
- Password

Enter this information into the relevant field on the above screen.

1.2 Main Menu screen

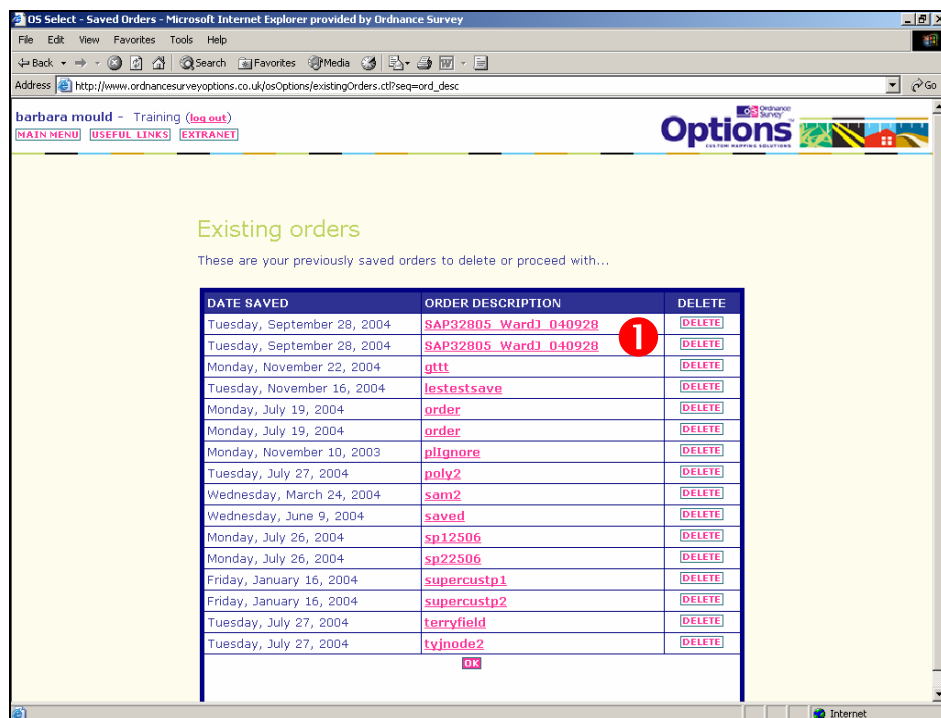


Useful links

Useful links **1**, connects to **Tile selector** (check last update of mapping) and connects to **Product information** (details of product specifications available to order).

Go straight to existing order(s)

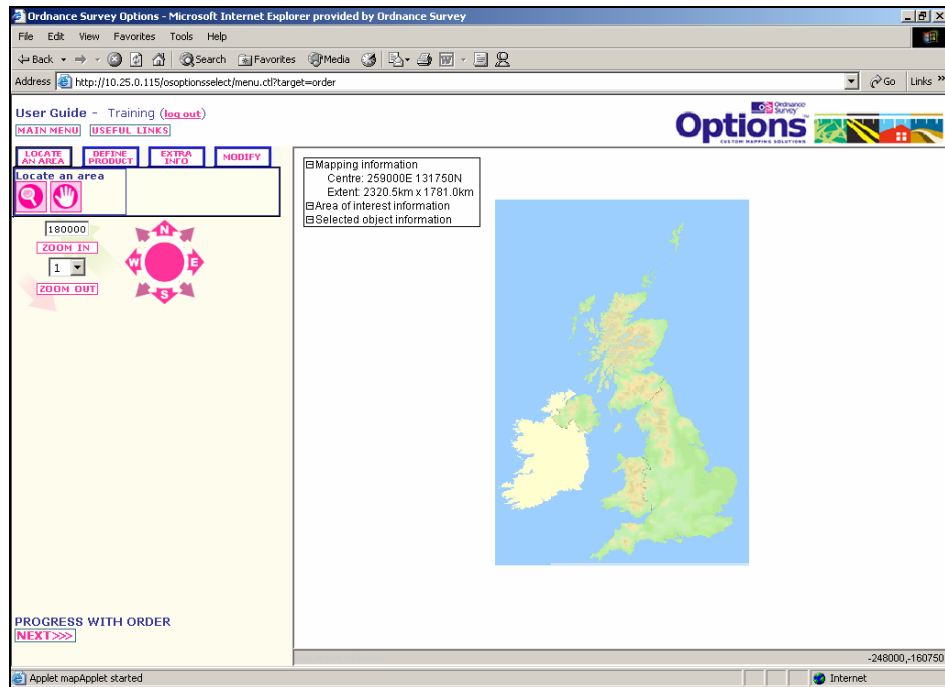
This option enables you to retrieve any order that you have saved. Click on *Go straight to existing order(s)* and click on the order that you wish to display to the screen. An example is shown below ❶.



Changing your password.

Your password has been supplied by your Options Outlet, If you wish to change it, please liase with them in the first instance and then follow the on screen instruction.

2 Create a new order

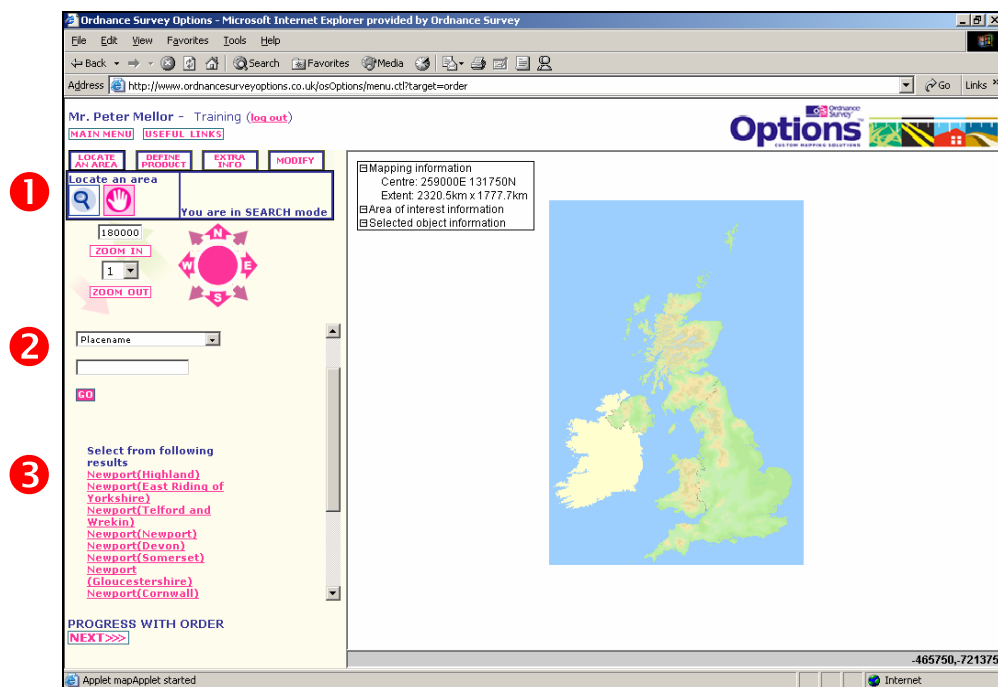


To create a new order, first get the mapping onto the screen. Please note at this stage you will be unable to access levels of mapping 12–18 (large scale).

2.1 Locate an area



Searches **1**, can made by place name, postcode, National Grid sheet number or National Grid 12-figure reference. Input your area details in your preferred search field **2**, and click in **Go**. (When selecting a twelve (12) figure grid reference, please use a comma between the easting and northings). Some place names will give you multiple results. Select from list **3**.





Once your selected area is on the screen you can move the mapping by using the mapping mode tool.



You can also use the panning tool, at the top of the screen, which will move the mapping in degrees of metres, for example, 180 000 metres as shown (Overview map) If you choose a different level, this figure will change.

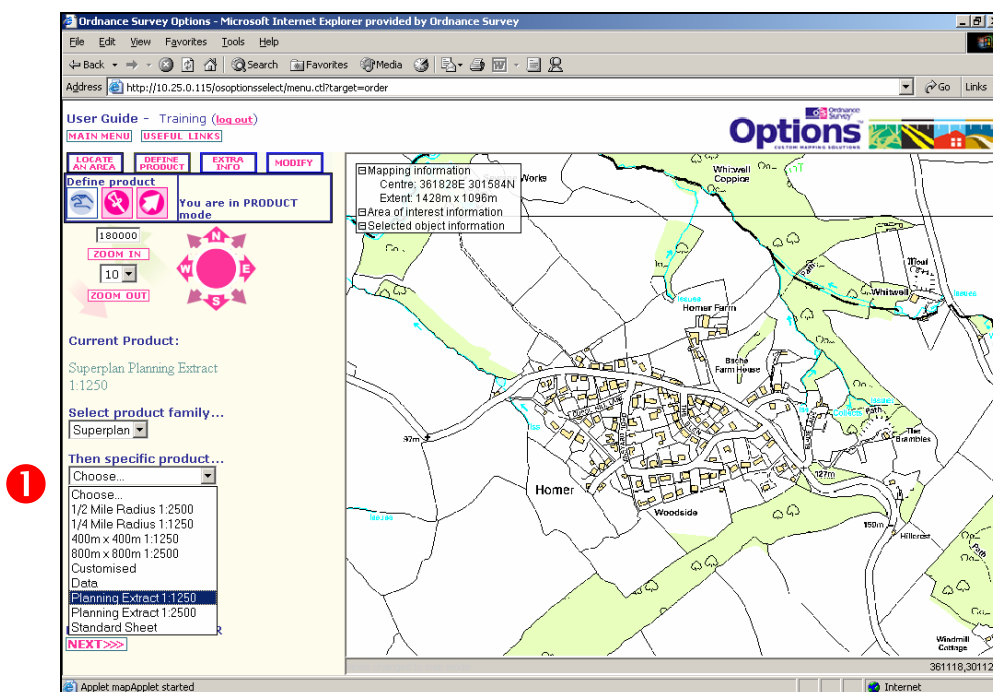
NOTE: To centre your chosen location, place your cursor over the area and right click on your mouse.

2.2 Define product by clicking on tab



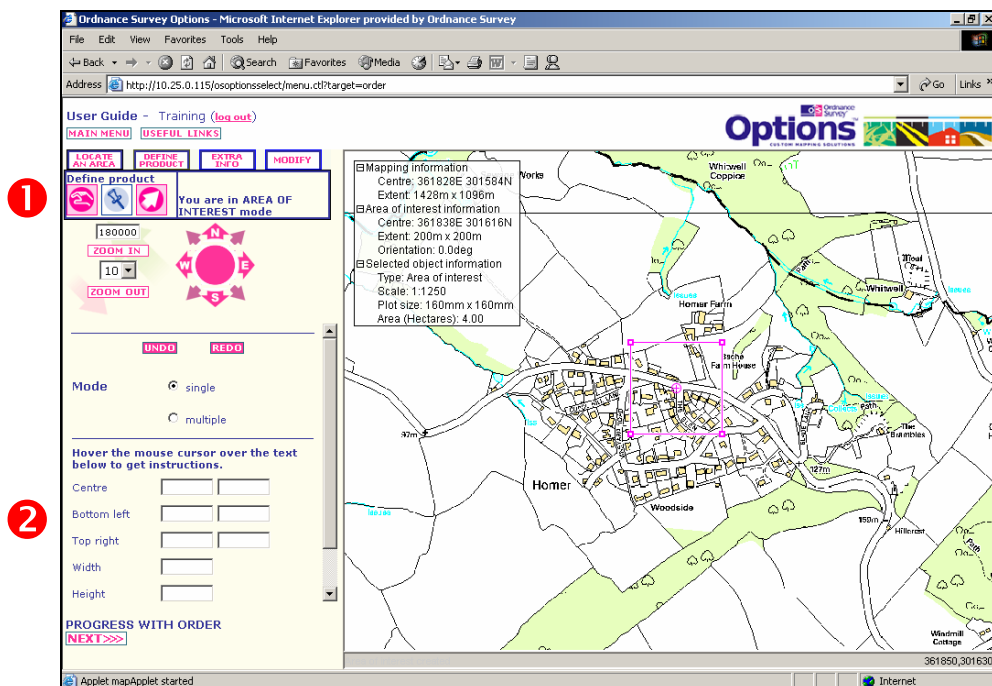
When the mapping on the screen is the correct area, use this button to select a product from the drop down menu.

Select the type of product: Superplan®, Landplan® or Siteplan™. Select the product from the drop-down list ①.



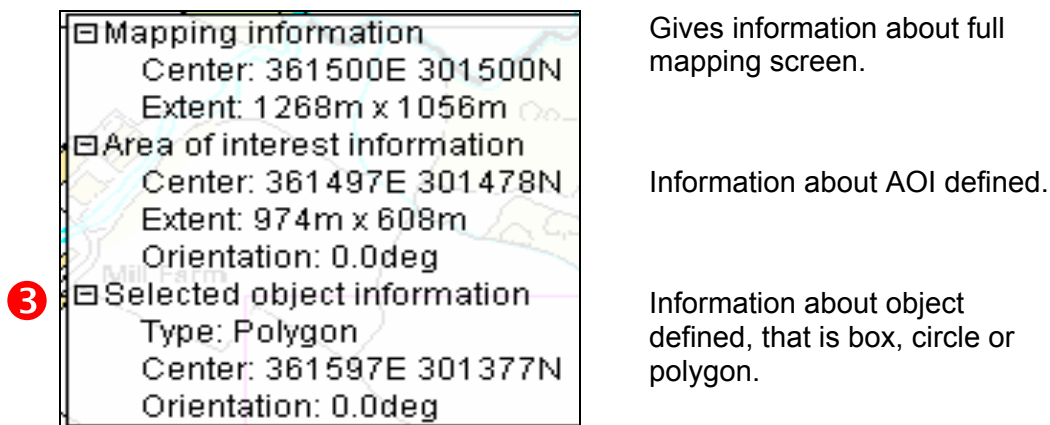


To define your area of interest (AOI) (pink box), select the map pin option, **1**, and then click on the map screen where you require the AOI to be centred. Alternatively, drag the cursor across the mapping screen to draw an AOI (customised products only). You can also use these fields **2**, for your initial search or defining an AOI.



NOTE: If you select a standard sheet, the AOI box will automatically snap to the grid.

This semi-transparent information box appears in the top left corner of your screen display.

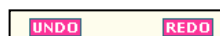


Gives information about full mapping screen.

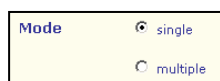
Information about AOI defined.

Information about object defined, that is box, circle or polygon.

This box can be reduced by double-clicking here **3**.

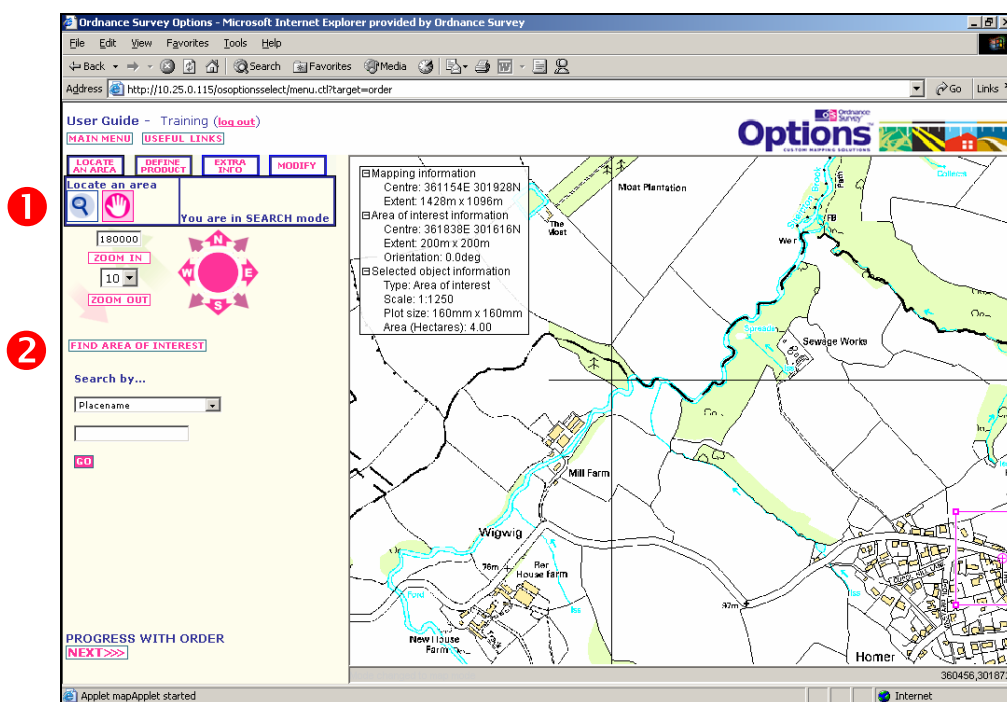


Clicking on the undo button will undo the last mouse click. Clicking on the redo button will redo the last mouse click.

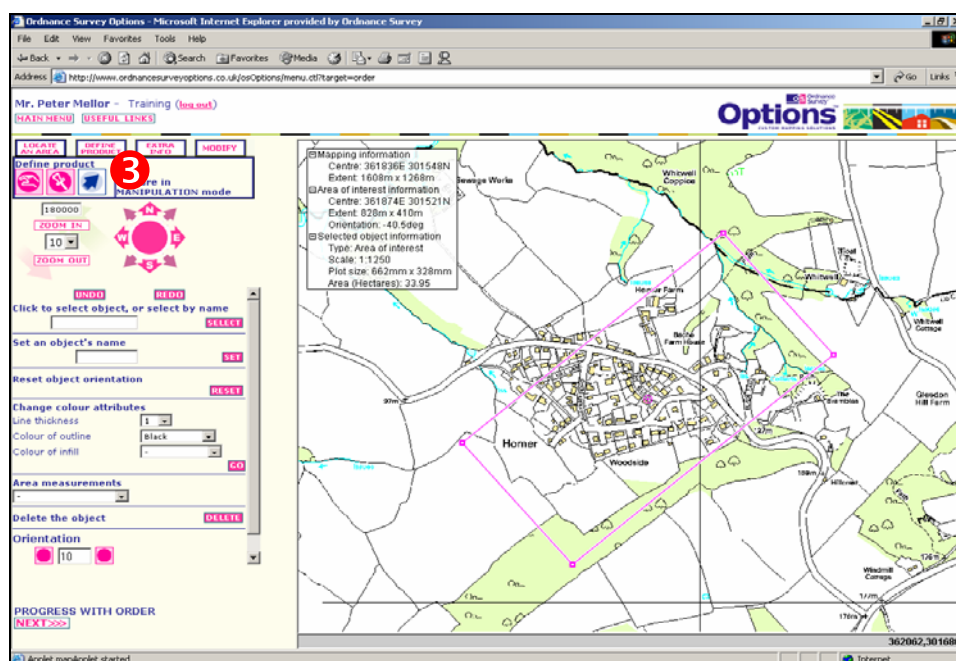


Single mode is the default setting which will enable you to place a single AOI. By selecting multiple mode, you can place up to 99 AOIs.

If you lose your AOI while panning across the mapping screen, select **SEARCH MODE**, ❶, and click on **FIND AREA OF INTEREST** button, ❷, to re-centre your AOI.



Once the AOI is in position it can be enlarged, reduced or rotated by using the **MANIPULATION MODE** button ❸, as shown.



To move the position of the AOI, use the left-hand mouse button, placing the cursor on the centre marking and drag.

To enlarge or reduce the AOI, place cursor just inside the lines of the AOI and drag alternatively drag from the nodes. This facility is only available for customised products, except customised Siteplan.

To rotate the AOI, use the right-hand mouse button, place cursor inside AOI and drag clockwise or anticlockwise.

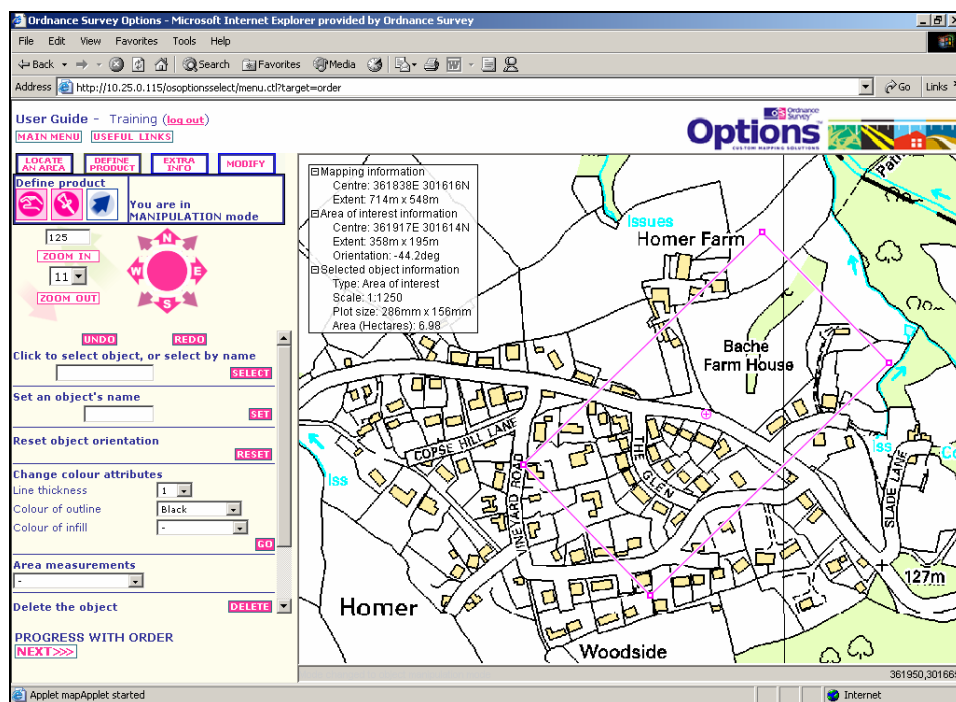
or

use rotation tool in the bottom left corner by inserting angle of rotation and click on anticlockwise ❶, or clockwise ❷ buttons.

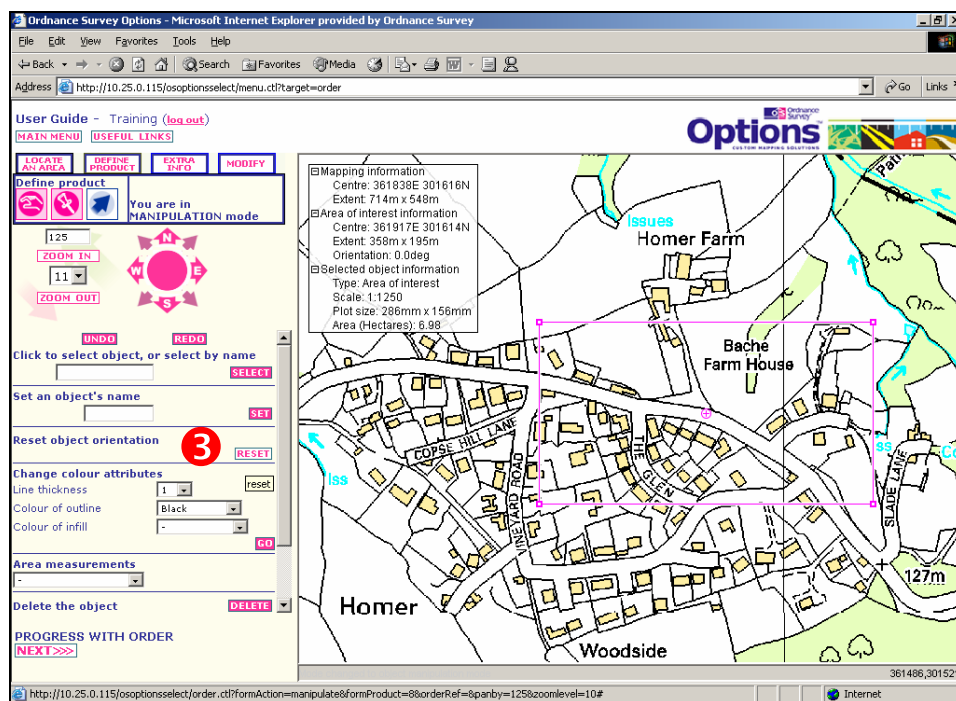


❶

❷



To reset the AOI back to the horizontal, use the *RESET ORIENTATION* button indicated, ❸.



3 Progressing your order



If you are satisfied that your AOI is correct you can then progress your order by clicking on the NEXT button in the bottom left corner.

If you have chosen a Landplan product you will go direct to Order Decide screen (see page 20).

If you have chosen a Superplan or Siteplan product you will go direct to Commit to view screen.

Commit to view screen

Welcome to Ordnance Survey Options - Microsoft Internet Explorer provided by Ordnance Survey

Address: http://10.25.0.115/osoptionselect/commitToView.ct

MAIN MENU USEFUL LINKS

Committing to view this area will cost £0.75 exclusive of £0.13 VAT
This product will cost £30.00 exclusive of £5.25 VAT

The product

Your selected product is: Superplan Customised 1:1250
Warning: the product created is smaller than the suggested minimum of 160mm by 160mm in size. .

Scale	Product Ha	View Ha
Moorland	0.00	0.00
Rural	6.98	22.04
Urban	0.00	0.00

The buffer

Your view charge is calculated using a buffer zone of 100m around your chosen AOI. To change the size of this buffer, select from the menu below...

Buffer zone: 100m Select

What do you want to happen to the order?

COMMIT Pressing the button means you accept that the view charge shown above will be billed to your account. When you have accepted this charge you will be able to see large-scale mapping on screen, and create your product if required.

RESELECT This will take you back to the previous page where you will be able to edit your Area of Interest or change product.

Please give your order a name when buying (maximum of 30 characters):

BUY Your order will be processed and you will be invoiced for the above amount

This screen gives you the view charge, view extents and the product extents for your selected area with a default buffer zone of 100 metres.

This screen will also show a warning if your product is too big or too small to be created 1.

You can change the buffer extents by using the drop-down menu 2, then click the select button 3.

The view charge may change accordingly.

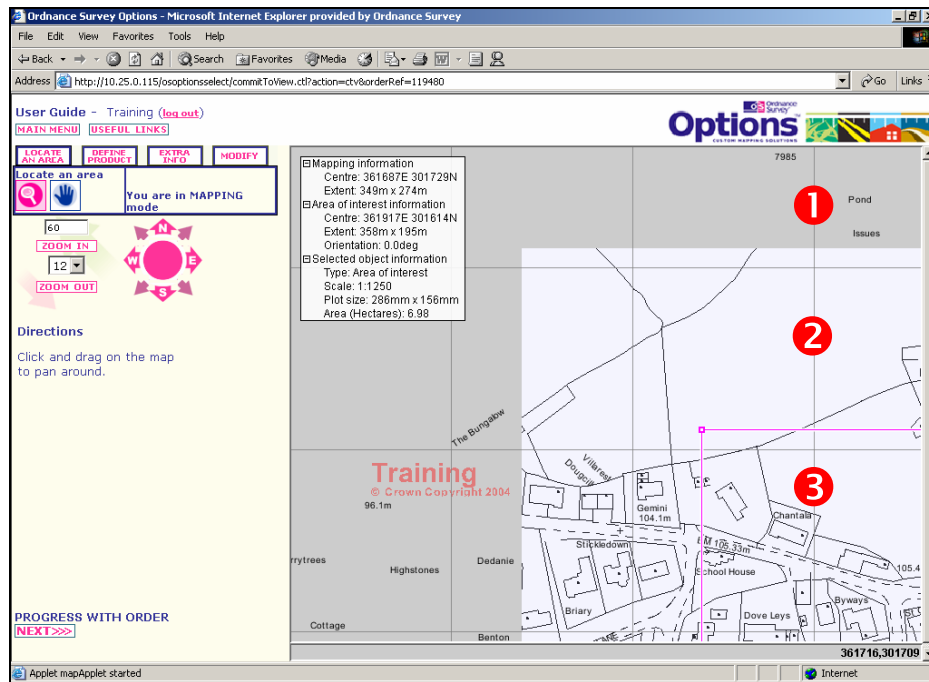
At this stage your choices are:

Commit to view, which takes you to your chosen mapping area with access to large scale mapping (levels 12–18) with buffer zone;

Reselect, which takes you back to the mapping screen for further adjustment to your AOI;

Buy, enables you to buy your product without incurring a view charge.

4 After commit to view



Masked area ❶: Buffer zone ❷: AOI ❸.

You can now access large-scale mapping (levels 12–18) to redefine your AOI. Please note that this buffer zone is fixed for the duration of the order. If you move your AOI to inside the masked area and buy, the order will not cover the area you have viewed.

You can also change your product at this point; however, you are limited to another Superplan or Siteplan product, that is you cannot switch to a Landplan product.

4.1 Extra info by clicking on tab

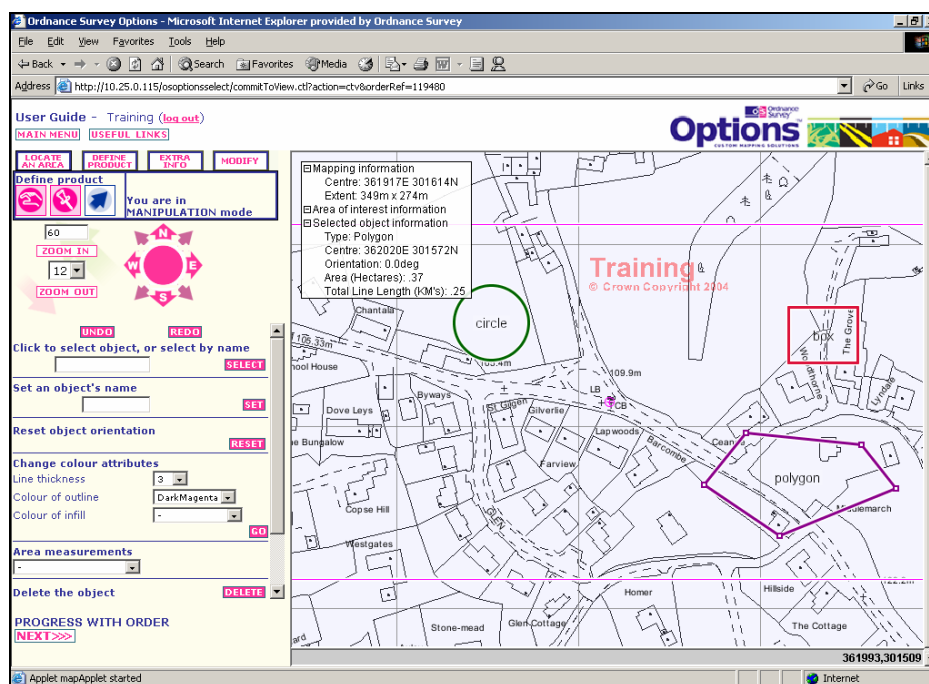


To draw a circle or box, click on the appropriate tool, choose a colour outline and/or colour infill from drop-down menus, then click on the map and drag. You can also place a name within your geometry by using the field provided; insert name and press GO.



To draw polygons, click on the tool, choose a colour outline and/or colour infill from drop-down menus, then click on the map to place a node. Place nodes around the whole area as required. As you come back towards the first node, double click to close the polygon. You can also place a name within your geometry by using the field provided; insert name and press GO.

Example of geometry on screen below.



Manipulation mode (define product tab). This tool enables you to make adjustments to your order.

UNDO REDO	
Click to select object, or select by name	
	SELECT
Set an object's name	
	SET
Reset object orientation	
	RESET
Change colour attributes	
Line thickness	1
Colour of outline	Black
Colour of infill	-
	GO
Area measurements	
-	
Delete the object	
	DELETE
Orientation	
10	8

- 1 Redo / Undo buttons (see page 9).
- 2 Add a name.
- 3 Reset orientation (see page 11).
- 4 Change colour outline to geometry.
- 5 Change colour infill to geometry.
- 6 Area Measurements.
- 7 Delete geometry.
- 8 Rotation of AOI (see page 11).

To adjust the size of your AOI (see page 11). To adjust the size of boxes and circles, ensure that the geometry is live by clicking in the centre, which makes the nodes visible. Place cursor on nodes or just inside the line and drag.

4.2 Modify by clicking on tab



For further changes to the product before progressing. This will allow you to:

- hide vegetation;
- enhance buildings;
- show contours (applies to Landplan only).

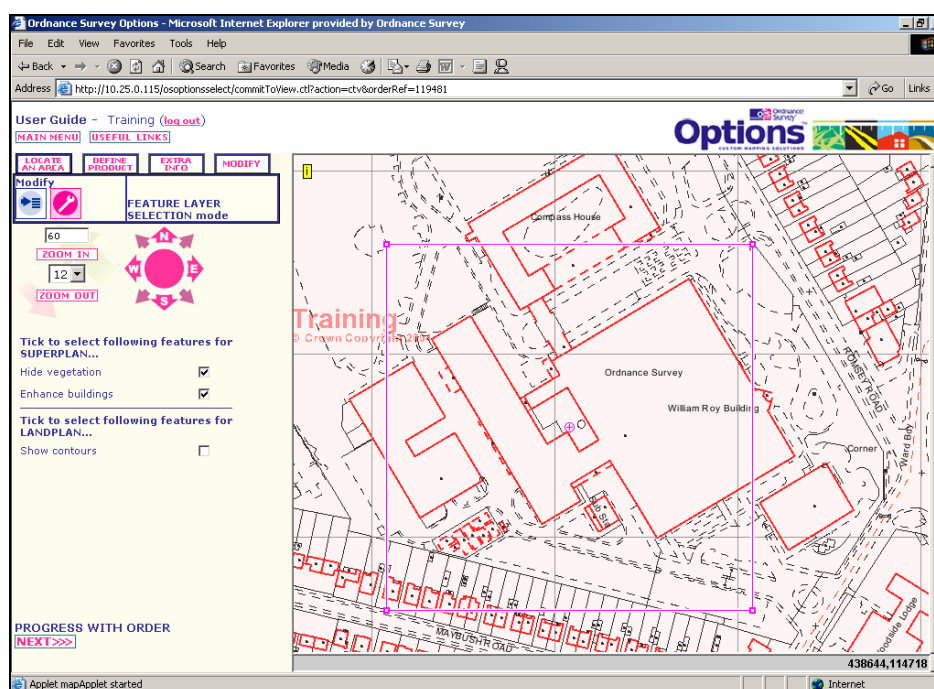
When you turn off the vegetation, the slopes will also be turned off. This may effect antiquity sites shown only by slopes.

Enhanced buildings will appear red on the screen, but will be black on the final product.

Contours will only be shown on the final product when the *Show contours* box is ticked.

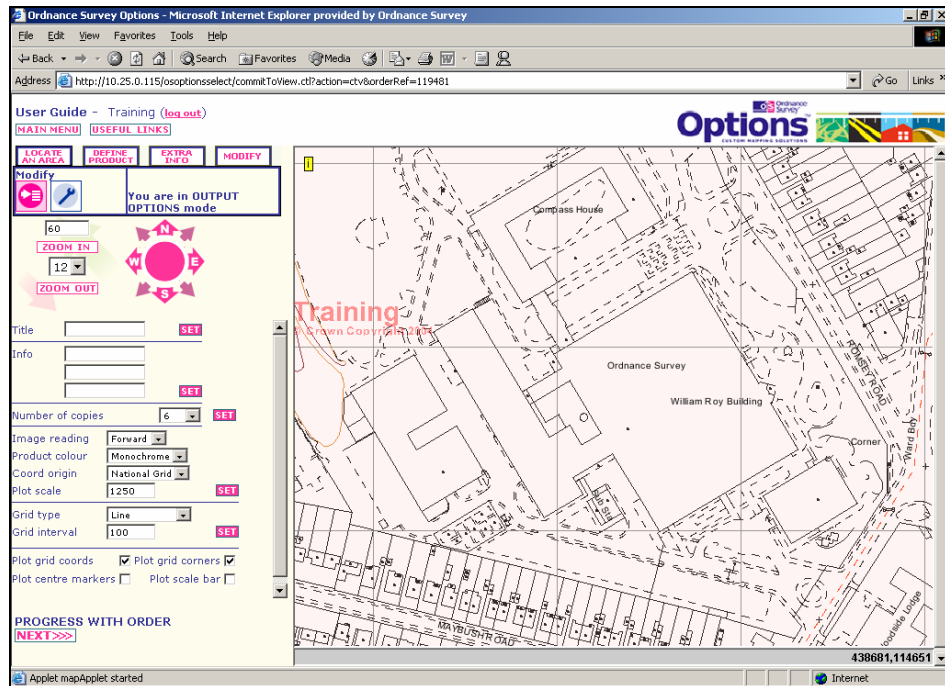
NOTE: Contours are never shown on screen.

Example of buildings enhanced on the screen.



Further changes to the final product can be achieved by using this button.

A list of output options is shown in the panel. Some of these options are product governed and the system will not allow you to do all customisation on all products. Please see the customisation document at the back of this user guide in [annexe C](#).



Title

Text in this field will add a title, which appears in a box at the top of the product (excluding standard sheets and A4 products).

Info

Text in this field enables you to add extra information, which appears in a box at the bottom of the product (excluding standard sheets and A4 products and Superplan Data). The info box for Siteplan products appears in the bottom-right corner. The info box can contain three (3) lines of text.

Number of copies

The default is one (1); if you require more than one please enter the number of copies you require and click on the Set button.

NOTE: Siteplan plots default is six (6). All data products are one (1) copy only.

Image reading

There are two options: they are forward and reverse with forward reading being the default.

NOTE: Reverse reading only available for Superplan plots.

Product colour

This option applies to Landplan products only, which are available in monochrome or colour.

Coord origin

This will allow you to change between National Grid and local coordinates for Superplan Data® only.

Plot scale

This field will allow you to enter an alternative scale on customised Superplan and Landplan products only.

Superplan scales can be between 1:200 and 1:10 000.

Landplan scales can be between 1:5 000 and 1:10 000 (in 500 metre increments).

Grid type

This field allows you to turn off the gridlines or select grid intersections. This customisation will not be shown on the screen image, only on the final product.

Grid interval

This will allow you to change the interval of the grid in 50 metre increments.

Plot grid coords

Removing or adding a tick in this field will turn the plot grid values either off or on depending on the product selected.

Plot grid corners

Removing or adding a tick in this field will turn the plot grid corner values either off or on, depending on the product selected.

Plot centre marker

Removing or adding a tick in this field will turn the plot centre marker either off or on depending on the product selected.

Plot scale bar

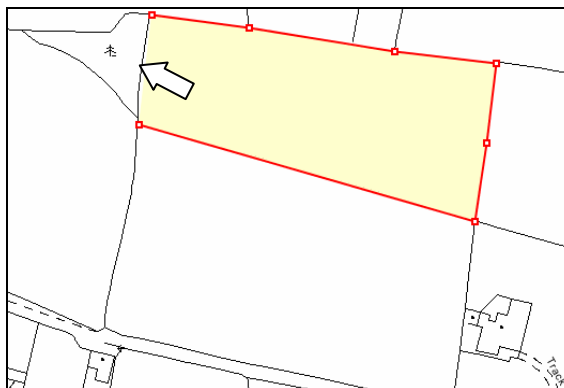
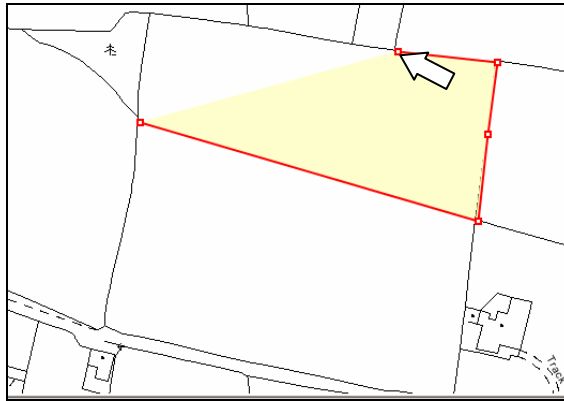
Removing the tick from this field will turn off the scale bar.

NOTE: Some products are too small to have the scale bar shown.

5 Areas measurement



To measure an area first draw a polygon.



To draw polygons, click on the tool, then click on the map to place a node. Place nodes around the whole area required. As you come back towards the first node, double click to close the polygon.



To accurately locate your polygon you need to be in *MANIPULATION MODE*.

To ensure that the polygon is precisely placed on the surveyed feature, the mapping should be at a high level of magnification (level 16 or above) to make the positioning of lines as accurate as possible.

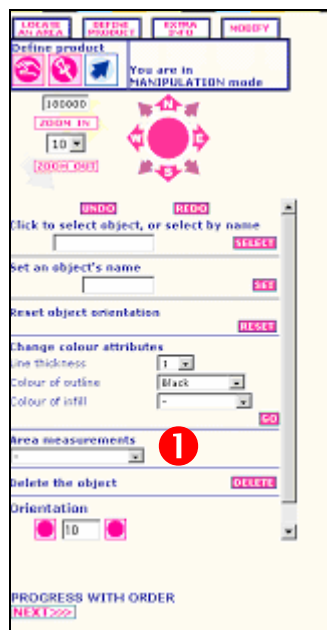
When you are in a high level of magnification, it is easier to move the mapping around using the panning tool shown below. The default setting will change according to the level of mapping selected see below,



Add as many nodes as you require to fit your polygon exactly to the underlying map detail by clicking on the polygon around the entire area. You may require more nodes on curves.

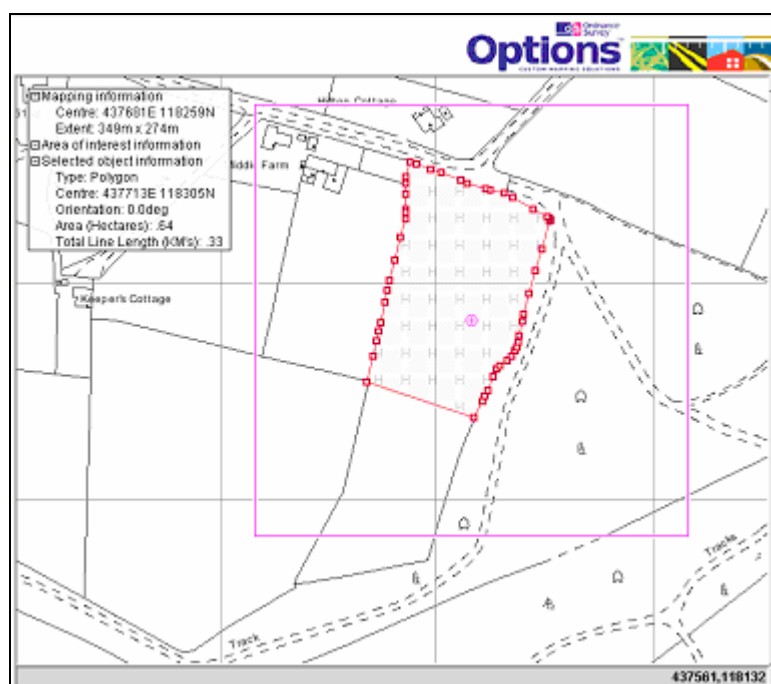
If you find you have too many nodes on a line, you can delete them by double clicking on top of the node.

Once your polygon fits the mapping accurately, you can measure it.



With *MANIPULATION MODE* selected, choose in which unit you require your measurement to be **1**.

If you select hectares as a measurement, your polygon will fill with a background made up with a repeating H.



The area measurement will appear in the transparent box and on the final product.

The H symbol will not appear on the final plot.

6 Buying your order



When you are satisfied that your AOI is correct, you can then progress your order by clicking on the next button in the corner.

Order decide screen

This screen will give you:

- The price of your product.
- The values of hectares/square kilometres of your order.
- Ability to reselect to make changes to your product.
- Ability to save this order.
- Buy.

Before buying an order you must give it a name **1**. The name must contain alphanumeric characters or underscores – no spaces.

Order Decide - Microsoft Internet Explorer provided by Ordnance Survey

File Edit View Favorites Tools Help

Address <http://10.25.0.115/osoptionselect/commitToView.crl>

User Guide - Training (log out)

MAIN MENU USEFUL LINKS

Options
CUSTOM ORDERING SOLUTIONS

Your order will cost £54.14 exclusive of £5.54 VAT.

Order details

The above price includes a View Charge of £0.80 excluding VAT.

Your selected product is:
Superplan Planning Extract 1:1250

The total price of the order is £59.68. The area breakdown is:

	Hectares	Sq kilometers
Moorland	0.00	0.00
Rural	0.00	0.00
Urban	4.00	0.04

What do you want to happen to the order?

Please give your order a name when saving or buying (maximum of 30 characters)...

1

BUY Your order will be processed and you will be invoiced for the above amount

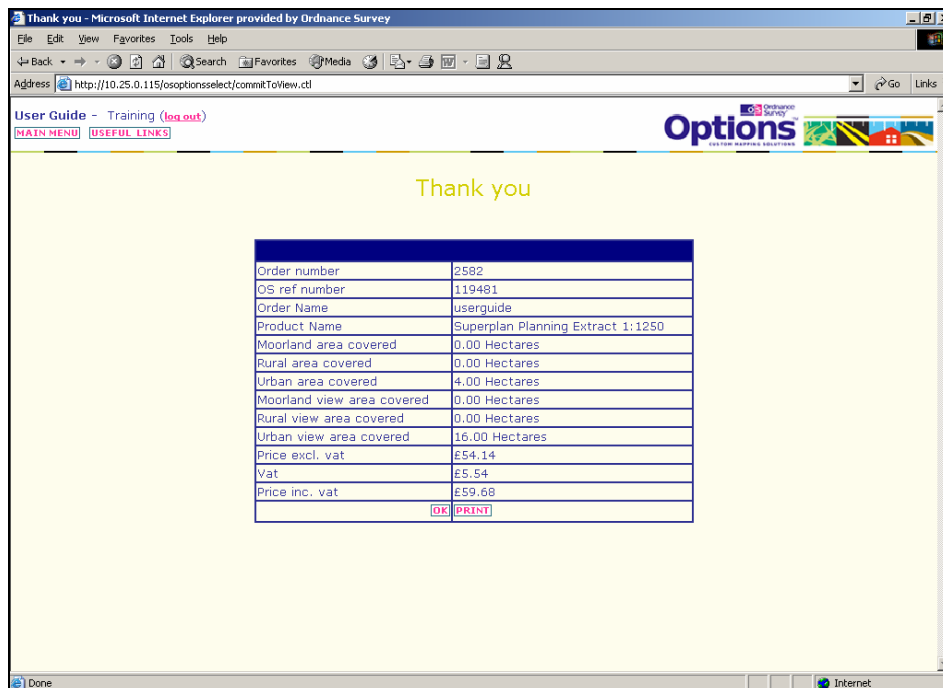
SAVE All the details of your order will be retained on this site and accessible every time you log in.

RESELECT This will take you back to the previous page where you will be able to edit your order.

Done Internet

7 The final page

The final page gives a summary of your order with a facility to print for your records.

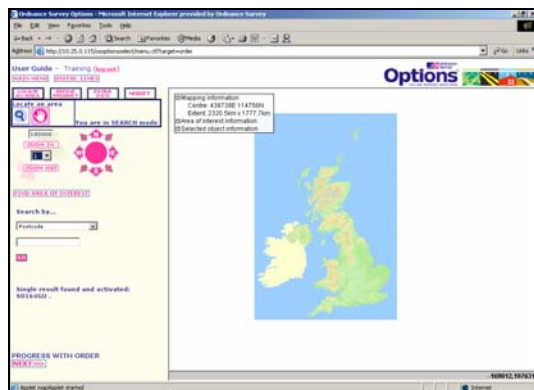


8 FTP (file transfer protocol)

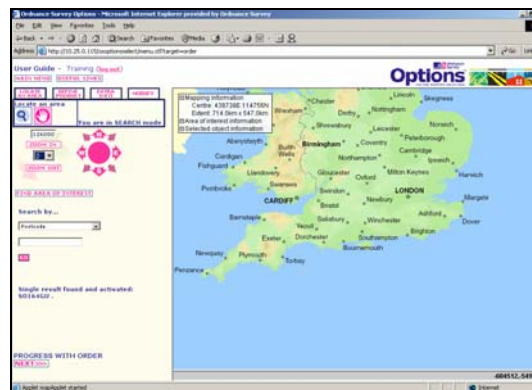
Your administrator will provide you with a user name and password that will enable you to access the Ordnance Survey FTP server. Your completed product will be sent to that server.

You may wish to save these orders in a directory of your choice.

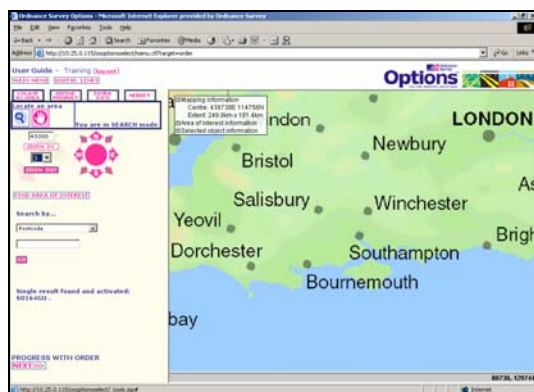
A Zoom and panning levels



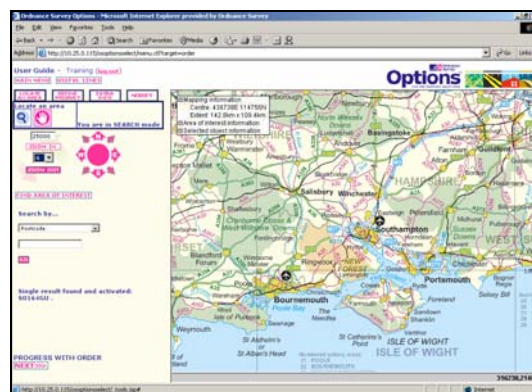
Level 1 180000 Outline GB



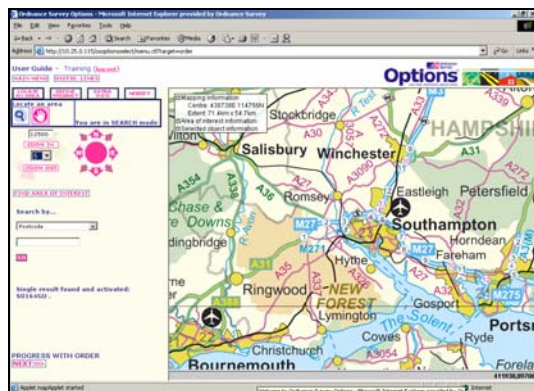
Level 2 126000 Outline GB x 2 with major cities



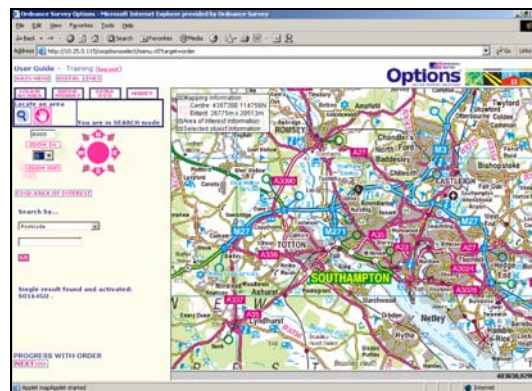
Level 3 43300 Outline GB x 4 with major cities



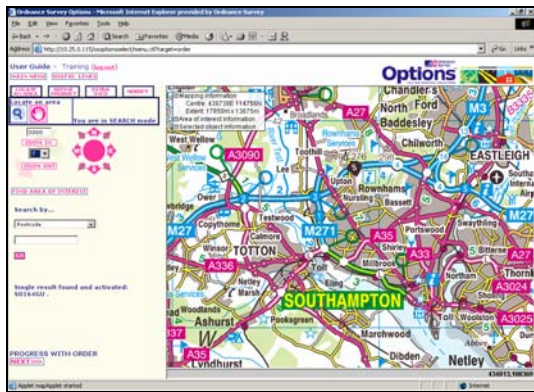
Level 4 25000 1:250 000 scale



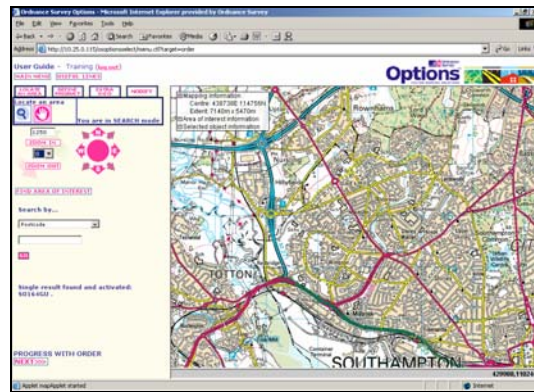
Level 5 12500 1:250 000 scale x 2



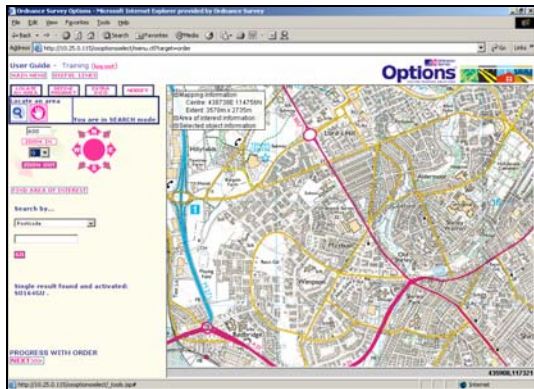
Level 6 8000 1:125 000 scale



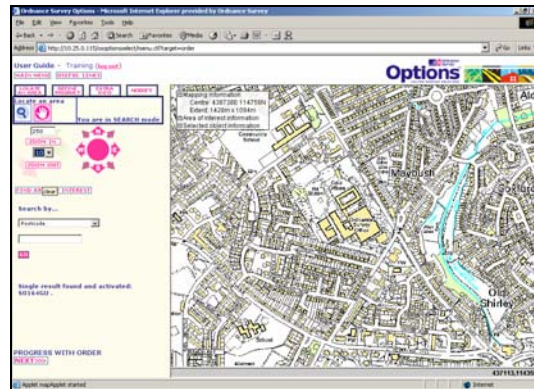
Level 7 **3000** 1:125 000 scale x 2



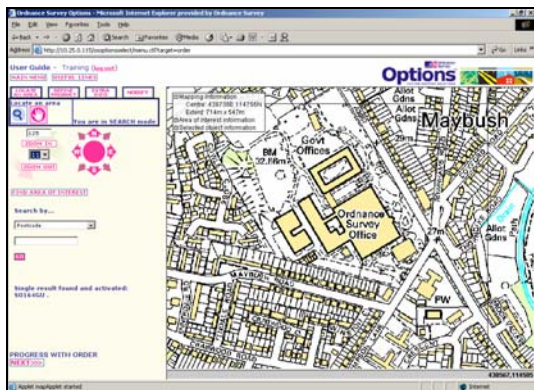
Level 8 **1250** 1:50 000 scale Landranger®



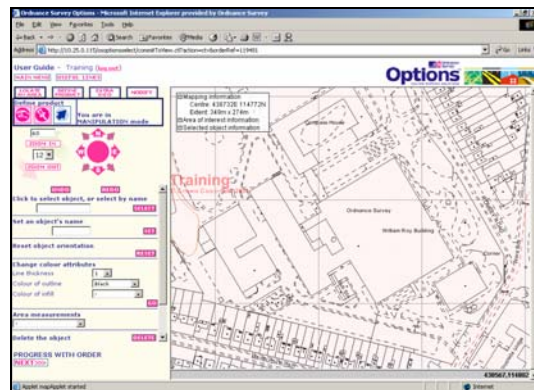
Level 9 **600** 1:25 000 scale Explorer™



Level 10 **250** 1:10 000 scale Landplan



Level 11 **125** 1:10 000 scale x Landplan (shown at 1:5000)



Level 12 **60** Large-scale mapping (Land-Line®)

B Superplan product information

	Output scale	Extents	Hectares /km ²	Plot format
Superplan				
Standard sheet source scale 1:1250	1:1250	500 m by 500 m	25 ha	HPGL2 – plotter
Standard sheet source scale 1:2500	1:2500	1000 m by 1000 m	100 ha	HPGL2 – plotter
Planning extract 1:1250	1:1250	200 m by 200 m	4 ha	ps – desktop printer
Planning extract 1:2500	1:2500	400 m by 400 m	16 ha	ps – desktop printer
400 m by 400 m 1:1250	1:1250	400 m by 400 m	16 ha	HPGL2 – plotter
800 m by 800 m 1:2500	1:2500	800 m by 800 m	64 ha	HPGL2 – plotter
1/4 mile radius 1:1250	1:1250	820 m by 820 m	67.24 ha	HPGL2 – plotter
1/2 mile radius 1:2500	1:2500	1 640 m by 1 640 m	268.96 ha	HPGL2 – plotter
Superplan customised plot	1:200 to 1:10 000	minimum paper size: 160 mm by 160 mm maximum paper size: 2 900 mm by 730 mm		HPGL2 – plotter
Superplan data in DXF™	Source scale	minimum order: 1 hectare		dxf – CAD software
Siteplan				
Siteplan 1:500	1:500	80 m by 80 m	0.6 ha	ps – desktop printer
Siteplan 1:1250	1:1250	200 m by 200 m	4 ha	ps – desktop printer
Siteplan 1:2500	1:2500	400 m by 400 m	16 ha	ps – desktop printer
Customised Siteplan 1:500	1:500	80 m by 80 m	0.6 ha	ps – desktop printer
Customised Siteplan 1:1250	1:1250	200 m by 200 m	4 ha	ps – desktop printer
Customised Siteplan 1:2500	1:2500	400 m by 400 m	16 ha	ps – desktop printer
Siteplan Data™ 1:500 TIFF	1:500	80 m by 80 m	0.6 ha	tiff – Imaging software
Siteplan Data 1:1250 TIFF	1:1250	200 m by 200 m	4 ha	tiff – Imaging software
Siteplan Data 1:2500 TIFF	1:2500	400 m by 400 m	16 ha	tiff – Imaging software
Landplan				
Standard sheet	1:10 000	5 km by 5 km	25 km ²	HPGL2 – plotter
A4 1:5 000	1:5 000	800 m by 800 m	0.64 km ²	ps – desktop printer
A4 1:10 000	1:10 000	1 600 m by 1 600 m	2.56 km ²	ps – desktop printer
Site-centred 5 by 5 1:10 000	1:10 000	5 km by 5 km	25 km ²	HPGL2 – plotter
Site-centred 3 by 3 1:5 000	1:5 000	3 km by 3 km	9 km ²	HPGL2 – plotter
Landplan customised plot	1:5 000 to 1:10 000 at intervals of 500	minimum paper size: 160 mm by 160 mm maximum paper size: 2 500 mm by 730 mm		HPGL2 – plotter

For more detailed information on products and usage, go to www.ordnancesurvey.co.uk/business.

C Options customisation functionality document

	Manipulation mode	Box mode	Circle mode	Polygon mode	Area measurement	Feature layer selection			Output options												
	Rotation					Hide vegetation	Enhance buildings	Hide contours	Title	Info	Number copies	Image reading	Product colour	Coord origin	Plot scale	Grid type	Grid interval	Plot grid coords	Plot grid corners	Plot centre makers	Plot scale bar
SUPERPLAN																					
Standard sheet source scale 1:1250											✓	✓									
Standard sheet source scale 1:2500											✓	✓									
Planning Extract 1:1250		✓	✓	✓	✓	✓	✓				✓	✓			✓	✓	✓	✓	✓		
Planning Extract 1:2500		✓	✓	✓	✓	✓	✓				✓	✓			✓	✓	✓	✓	✓		
400 m x 400 m 1:1250		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	
800 m x 800 m 1:2500		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	
1/4 Mile Radius 1:1250		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	
1/2 Mile Radius 1:2500		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	
Superplan Customised Plot	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Superplan Data	✓								✓				✓		✓	✓					
SITEPLAN																					
Siteplan 1:500		✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Siteplan 1:1250		✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Siteplan 1:2500		✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Customised Siteplan 1:500	✓	✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Customised Siteplan 1:1250	✓	✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Customised Siteplan 1:2500	✓	✓	✓	✓	✓				✓	✓	✓				✓	✓			✓		
Siteplan data 1:500 TIFF									✓	✓					✓	✓			✓		
Siteplan data 1:1250 TIFF									✓	✓					✓	✓			✓		
Siteplan data 1:2500 TIFF									✓	✓					✓	✓			✓		
LANDPLAN																					
Standard Sheet								✓			✓		✓								
A4 1:5 000								✓			✓		✓								
A4 1:10 000								✓			✓		✓								
Site-Centred 5 x 5 1:10 000								✓	✓	✓	✓		✓								
Site-Centred 3 x 3 1:5 000								✓	✓	✓	✓		✓								
Landplan Customised Plot	✓	✓	✓	✓				✓	✓	✓	✓		✓	✓							